

**Board Meeting Minutes**  
**Approved July 16, 2020**  
**TETON COUNTY LIBRARY BOARD MEETING**  
**June 18, 2020**

**Board Member Attendance: via Zoom**

Present: John Heberger, Jr., Mark Hendrickson, Grace Roberston, Susan Scarlata

**Zoom Meeting Speakers:**

Ari Goldstein, Interim Director; Isabel Zumel, Assistant Director; Stephanie Franco, Circulation Manager; John Graham, Teton County Attorney's Office; Mark Newcomb, Board of County Commissioner's Liaison; Julianne Fries, Teton County Human Resource Director; Oscar Gittemeier, Incoming Library Director

John Heberger, Jr. announced the hiring of Oscar Gittemeier as the library's new director, who will be starting July 13, 2020. Oscar (via Zoom) stated that he was very excited about coming to Jackson and working with the library. He and his partner are looking forward to working with many community organizations, non-profit organizations, and businesses within the community. He also asked that if anyone has any recommendations for organizations that he should look at, please let him know.

**Public Comment:**

Diana Eden thanked the out-going board members for their service.

Oscar Gittemeier is introduced. He thanked everyone for allowing him to join the meeting. Mark Newcomb, Liaison for Board of County Commissioners expressed much gratitude on behalf of the BCC to library board members whose terms end on June 30. He also welcomed Oscar.

**Liaison Updates: TCL Foundation and Friends of TCL:**

Susan announced that the Foundation is working on the upcoming Foundation board meeting and the FY end reports. Foundation staff will be attending a virtual upcoming library fundraising conference. Also, Foundation staff have started Old Bill solicitations.

Grace announced that since last month's board meeting it looks like the Friends of TCL will be looking to replace two Friends board members.

**Meet TCL Staff - Stephanie Franco:**

Stephanie started by introducing herself and her position at the library. Stephanie brought everyone up-to-date, starting with the book drop opening on May 30<sup>th</sup>. She mentioned that before the closure of the library there were approximately 9,500 items checked out. Since

the opening of the book drop we have received approximately 7,000 items back. She talked about curbside service that started on June 13<sup>th</sup>. Since then we have checked out around 600 items. We are a little backed up with approximately 130 pages of holds. We are staggering the pick ups; it may take a patron 4 days to get their items. Stephanie has been brain storming to keep the staff all on the same page. She said that it started a little slow but is picking up each day. She also has let the public know that there may be a little extra time before their hold is ready. She has Youth Services tackling a lot of the holds.

Grace asked Stephanie if she worked entirely in Circulation. Stephanie replied yes. She first started as a library assistant working under the patron services department in Adult Services. She did a lot of the same duties that she is doing now, no programming or selecting, always logistics.

**Update on Library Action Plans during COVID-19 Public Closures:**

John asked Ari how the library got to moderate risk stage and what it would take for the library to go from moderate to low risk.

Ari explained that nothing has changed since the last update. They were waiting for state/county health mandates to cascade down for when 100 people in a building is approved then will start integrating the lower risk. Isabel, the management team and staff are working on this. Some of the behind scenes activities are: ordering plexiglass, looking at the square footage and the number of people they can let in the building. Kevin and Isabel have been working on the HVAC system to increase quality air circulation.

John asked about the next stage and if the state and county is what the library is waiting for. Ari said that they will run everything by county health. We would need board approval to go to low risk. No specific date. Unfortunately, some of the mandates from the state have gray areas and different levels of interpretation.

Isabel mentioned that until June 30<sup>th</sup> the health orders state that only 50 people in a gathering indoors is allowed. Exceptions are allowed, but the restrictions make it difficult for us to properly manage. The next time we can expect a change is on July 1<sup>st</sup>. Using July 1 as a benchmark to prepare a firm low risk plan, we will have health department review our plans. We also need to look at our FY 2021 budget to ensure that we have what we need to activate. The library board also needs to approve future plans.

**Consent Agenda:**

Susan asked that the Financials Narrative be pulled, as well as the Director's Report. Mark asked that the May Minutes and the Director's Report be pulled.

**Action Item:**

Mark made a motion to approve the Correspondence report, TCL Foundation and Friends of TCL reports. Susan seconded. All voted in favor.

*May 2020 Minutes*

Mark would like a change regarding the liability on the library for COVID and changes made to the May minutes. *Mark asked John Graham, do we need to have a waiver for patrons, etc. to sign so that we don't get sued if someone comes to the library and gets sick with COVID. John Graham said essentially no and explained the Wyoming Supreme Court ruling that said the only way a government can be sued for negligence regarding the government facility is if there is a defect in the facility itself.*

*May 2020 Financial Narrative*

In the financial narrative, Susan had a question under Income, referring to the May financials and receiving 88% of the income budgeted for FY2020. She wanted to know if this is on par, did the county have to cut, or is it within prior years. Isabel responded that it is on par. What was not included in the May financials was the June property tax income from Teton County. We received this in early June, it was consistent in scale for June in previous years, and in fact the library received more income in June than was expected.

*Director's Report*

Susan asked about the funding for the AV system in the Youth Auditorium and if the Foundation had planned on covering the cost. Isabel responded that this cost has been on the Foundation's balance sheet for several years. We had the opportunity to do this project with the closure of the library. It was deemed a good time to order and install the new AV system.

John had a question regarding the final Youth Auditorium AV contract, its status and the necessary signatures for the contract. Isabel and Ari said that the contract has been signed. Isabel included the signature pages and a copy of the proposal in the box of accounts payable reviewed by the library board.

Mark had a question regarding the digital/downloadables – Overdrive. He noticed that the cost of Overdrive per click was up about .90 cents and questioned what that was related to. Isabel responded that the cost per click continues to change. There is not a strict formula for that because each item type and title has a different pricing. The more popular, the more the cost.

Grace commented on the good report of the digital downloads. She asked if the Foundation was funding until the end of the year and who is funding going forward. Isabel explained that the Foundation is funding downloadables from March-June 2020. The library will fund

the majority starting in July, but will continue to have downloadable costs be shared with the Foundation especially if we see continued high usage.

Grace asked about Jones Simpkins auditors. Isabel explained they are financial auditors out of Salt Lake City and that they audit all county agencies, including the library, and non-profit organizations in the area. The auditors will be here in September and are willing to come and talk to the board about library financials prior to the audit report being finalized.

Grace asked about replacing Tiffany Russell. Julianne Fries commented that right now is a transition period for the library with a new director coming on board and it would be up to the new director to evaluate before any hiring decisions are made. Ari is working with Susan regarding the situation. Susan is examining whether to refill the position. The position has already been budgeted. Julianne stated that current positions which have been approved can be refilled.

Grace asked about the IT Administrator position. Isabel responded currently this position is in our FY 2021 budget, but funding is budgeted for it in April 2021.

**Action Item:**

Susan made a motion to approve the May 2020 Financials, May 2020 Minutes and the Director's Report. Grace seconded. All voted in favor.

**Payment of the Library Vouchers:**

John and Grace went through the vouchers and there were the usual big ticket items - benefits, acquisitions and this month the Youth Auditorium new AV system.

John encouraged the new board members to participate and review the vouchers to get a good insight of the library that they would not get otherwise.

**Action Item:**

Mark made a motion to approve the June 2020 vouchers. Grace seconded. All voted in favor.

**Strategic Plan:**

Ari explained that the write-up is larger than a normal quarterly strategic plan update. The last strategic plan update was at the December 2019 library board meeting. Due to COVID-19, we could not able to an update in April. Ari informed that everyone is doing a good job correlating back to the 5 key goals and objectives in the original strategic plan.

The Strategic Plan is on the library's website with an overview of the goals and objectives. The original goals that everyone is working on that were not included in today's package are:

1. Cultivate and sustain a responsive culture of service.
2. Create and maintain a variety of opportunities for learning and providing effective tools.
3. Ensure effective use of library resources to meet the community needs.
4. Ensure our programs, services and resources are relevant, innovative and add value to the community.

Isabel did the write up for Admin and Youth Services. Stephanie kept the same format for Circulation. Susan did a cut and paste of the last update as compared to current update. Eva did a narrative for Alta. Angela did a similar grid of the goals and objectives for Adult Services.

Mark had a question for Circulation, he noticed that the goals for 01/2020 have not been completed and is there a plan to do so. Stephanie explained that she had talked to Ari about this. When the circulation department was created over a year ago, she never had the opportunity to sit down with the past director to go over the strategic plan. Therefore, she created a couple of goals. She was able to complete some of her goals, but the majority was cleaning up Workflows.

Grace commented that the goals were administrative organizational things trying to get Stephanie to standardize and have regular monthly email reminders of monthly clean-up reports. Stephanie confirmed with COVID there has been a lot that had to be put on the back burner. Everything that is listed she is planning on completing.

Grace stated that it was not clear that there was progress on goal of standardizing Youth Services reference and reader's advisory services. Isabel responded that Youth Services receives a lot of reference requests from schools for pulling books from our collection to support student topics. As we fulfill these requests, we begin to see subject area gaps and where our collection can be stronger in subjects that are high interest. We also assess our ability to fulfill reference requests when we weed materials. If books are worn, that suggests that it is an important subject area and we do our best to either replace it with the identical title or with a book that addresses the same subject area.

Susan asked if there was a plan for Oscar as a new strategic plan must be coming soon. John stated that the library is near the end of the current 5 year plan. A couple of things fell off the table, but now it is up to the library board and the new director starting July 1 to have significant focus for going forward.

John stated his appreciation for all the materials that were gathered for the strategic plan update. He commented on the readability of the Adult Services strategic plan update format and thanked everyone.

The board was originally scheduled to go into Executive Session at 1:30 p.m. Julianne asked the library board if they would be able to start Executive Session at 1:00 p.m. instead. All agreed.

John thanked the current board and members who are leaving. Ari thanked John and Susan for their work on the board.

The meeting adjourned at 12:55 p.m.